

**Job Pack**  
**Job Description**

<b>Post Title</b>	<b>Chief Accountant</b>
<b>Service Area</b>	<b>Finance</b>
<b>Team</b>	<b>Financial Accounting</b>
<b>Grade</b>	<b>H</b>
<b>Reports to</b>	<b>Deputy Chief Finance Officer</b>
<b>Date prepared</b>	<b>25 September 2019</b>

**Job Purpose**

1. Be the technical lead for Financial Accounting serving Lewes and Eastbourne Councils, providing strategic advice to members, Corporate Management Team, their companies, and stakeholders in accordance with the Councils' corporate plan, company business plans, priorities and values.
2. To act as the lead coordinator for the annual production of the both Councils and other stakeholders Statement of Accounts, maintain the integrity underpinning chart of accounts, balances and transactions to facilitate all aspects of statutory and management reporting.
3. To manage day to day activity within the Financial Accounts team, including design and implementation of processes and procedures for other staff to follow.
4. To provide technical accounting advice to Councils staff to ensure that best practice and relevant accounting standards and guidance is adhered to, while ensuring strong financial governance framework is provided that meets the needs of both Councils objectives.
5. To deputise for the Deputy Chief Finance Officer (DCFO), as may be reasonably required from time to time in relation to day to day accountancy, controls, strategic treasury management activities, banking and cash management.

## **Key Tasks**

6. To coordinate the production of the statement of accounts, including managing the closure timetable, production of the main accounts document, collation of working papers, liaising with key parties within the Council's finance team, and external parties including external auditors as necessary.
7. To be responsible for Capital Accounting and monitoring. Carrying out regular reviews and update of the capital strategy and programme and to provide a detailed resources analysis. Manage the work of the Capital group and initiate and implement suitable option appraisal and business analysis methodology for proposed new initiatives.
8. To work routinely with senior managers across the organisation (typically up to and including Director level) and elected Members (including clearing reports for and attendance at formal Committee meetings), providing specialist professional, technical expertise and reports to support and influence financial planning, management and operational decision making.
9. Ensure all staff in the Financial Accounting Team has adequate supervision, training and support and ensure that tasks are allocated in line with current priorities and deadlines, and work is planned and carried out in accordance with deadlines.
10. To develop and maintain expert technical financial knowledge (including financial legislation, accounting policies and standards, comparative benchmarks, grant funding regimes, financing and costing methodologies and regulatory compliance) to support the Councils' financial operations and strategic financial planning and decision making.
11. To sign off and authorise work completed by members of the Finance team (or other staff as necessary), ensuring that best practice is being followed and high standards maintained.
12. To review financial processes, recommend improvements, implement change and provide appropriate training as necessary to other Council staff members. Ensuring that there is an effective quality control and compliance monitoring framework to allow early identification of financial issues and risks and their communication to senior managers as appropriate, for example, overseeing the balance sheet and group accounts reconciliations process.
13. Liaise with external partners and organisations to ensure that relevant financial and non-financial information is provided to support consolidation and reporting.
14. To maintain oversight and control of the Council's primary financial systems including feeder systems and relevant reconciliations, take responsibility for managing and improving financial systems and processes across the council so that they operate in compliance with financial policy and statute and any

necessary amendments are designed and implemented promptly in response to framework changes or to any identified exceptions to governance and control standards.

15. To maintain and control the asset register, chart of accounts, etc. to facilitate production of accurate and consistent financial information covering both statutory and non-statutory returns.
16. To implement the procedures the Councils have in place to maintain control over accounting activities such as balance sheet reconciliations, group accounts, grant registers, and the Council's asset register.
17. To assist the DCFO in the management of treasury management activity, such as investments or borrowing, including attending monthly meetings with the Chief Finance Officer (CFO) to develop and formulate the Council's treasury strategy.
18. Lead and manage staff including setting clear targets and objectives and proactively managing work flow, priorities and performance; and carrying out effective recruitment, induction, coaching and ongoing staff management and development.
19. To ensure there is a business continuity process and adequate strategy for handling the loss of key individuals by cross-training and providing individuals with the opportunity for greater development.
20. To represent the Councils' interests as required at appropriate working groups as well as in negotiations with external partners, regulatory bodies or commercial suppliers.
21. To represent the Finance service and deputise for the DCFO when required at Council Committees, Board meetings, Working Parties and Project Teams. Take responsibility for the financial aspects on allocated projects and work in partnership with services and third party consultants in the assessment and review of business plans, and identify the financial implications and benefit realisations. Ensure the Service and Financial Plans or the relevant company business plan includes all associated costs or savings.
22. To ensure that all statistical, government returns and FOI requests allocated to the team are completed within deadlines. Carry out ad-hoc accounting or other projects as required to meet the demands of the service.
23. Responsible to one of the Deputy Chief Finance Officers for the Financial Accounting area and be capable of delivering the following work required in this areas;
  - Capital Accounting
  - Final Accounts for EBC and LDC
  - VAT

- Treasury Management and Cash Flow
- Income Management and Banking
- All reconciliations including Bank, control accounts, council tax, NNDR, and rents cash and refunds.
- Collection Fund
- Insurance and risk
- Financial advice to services
- Charity Accounts

### **Corporate Accountabilities**

24. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
25. To promote a culture that is supportive of the Councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
26. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Councils' activities.
27. To understand and apply the Councils' Data Protection and Data Quality policy and procedures.
28. Any other duties commensurate with the nature of the post.
29. Deputise for Deputy Chief Finance Officer and cover absence of other team leaders as appropriate.
30. You will be required to support the Councils' corporate priorities and to ensure business continuity eg emergency response, elections, deployment to critical services.
31. Lewes District and Eastbourne Borough Councils' are committed to Safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding Policy and Procedures provides a framework within the Councils, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.

The policy applies to all employees, councillors, volunteers and service providers that are commissioned by the council.

32. To work within the Councils' Management and Core Competencies Framework(s). Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

## Core Competencies

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"> <li>• Understands the Councils' purpose, context, goals, objectives and values, and is willing to behave consistently with them.</li> <li>• Knows the strategic direction of the Councils and acts in support of it.</li> </ul>
Communicating Well	<ul style="list-style-type: none"> <li>• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally.</li> <li>• Works positively to gain understanding from others.</li> </ul>
Driving Improvement Performance &Results.	<ul style="list-style-type: none"> <li>• Takes responsibility and ownership for decisions, actions and results.</li> <li>• Takes actions to improve skills, knowledge and level of contribution.</li> <li>• Seeks and delivers high standards for self, team and Council</li> </ul>
Self Management	<ul style="list-style-type: none"> <li>• Self motivated and professional.</li> <li>• Is organised and uses time and technology efficiently.</li> <li>• Adopts a flexible approach to change</li> </ul>
Delivering for our Customers	<ul style="list-style-type: none"> <li>• Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction</li> </ul>
Working Together	<ul style="list-style-type: none"> <li>• Actively contributes to team working, sharing information, valuing the input of others.</li> <li>• Works co-operatively and is committed to building, productive, positive relationships.</li> <li>• Demonstrates commitment to achieving overall team objectives</li> </ul>

## Management Competencies

Leadership	<ul style="list-style-type: none"> <li>• Inspires and engenders commitment in others.</li> <li>• Leads from the front and by example.</li> <li>• Presents a united corporate view.</li> </ul>
Managing and Developing Performance.	<ul style="list-style-type: none"> <li>• Coaches and supports individuals and teams to perform at their best, motivating and developing them to achieve high performance.</li> </ul>

Managing Resources	<ul style="list-style-type: none"> <li>• Ensures the Councils' priorities are achieved through planned action programmes.</li> <li>• Makes best use of resources, ensuring value for money</li> </ul>
Managing change	<ul style="list-style-type: none"> <li>• Embraces, facilitates, implements and manages change to improve and develop services</li> </ul>

**This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.**

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Membership of appropriate professional body e.g. CIPFA, or other CCAB body.</li> <li>• Evidence of continuing professional development (CPD).</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Management qualification</li> <li>• IFRS qualification</li> </ul>
---	--

<ul style="list-style-type: none"> <li>• Educated to a degree level</li> <li>• Key knowledge and intelligence of changing financial legislation and initiatives that impact on the public sector</li> <li>• Local Authority knowledge and intelligence</li> </ul>	
---	--

## TRAINING

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Financial systems</li> <li>• Microsoft Outlook, Excel, Word and Microsoft PowerPoint</li> <li>• Financial reporting systems</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Civica Financials</li> <li>• Business Objects</li> </ul>
---	---

## SKILLS & ABILITIES

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to analyse complex information, focussing on the key financial drivers</li> <li>• Highly advanced financial modeller</li> <li>• Ability to explain financial information effectively to staff with a non-financial background.</li> <li>• Able to influence directors and members as appropriate</li> <li>• Ability to influence, persuade and negotiate at a high level in order to facilitate critical decisions being reached.</li> <li>• Ability to understand and translate complex issues into timely and innovative solutions.</li> <li>• A flexible and challenging disposition.</li> <li>• Excellent communication skills</li> <li>• Very high financial and management accounting skills</li> <li>• Strong Team player</li> <li>• Ability to build positive relationships with colleagues at all levels.</li> <li>• Initiative</li> <li>• Ability to deal with personnel and sensitive work confidentially.</li> <li>• Ability to prioritise, meet deadlines and work effectively under pressure, without direct supervision.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Politically aware and sensitive</li> <li>• A creative and innovative approach</li> <li>• Strong motivational abilities</li> <li>• Experience of managing staff members, preferably extending to management of a small team.</li> </ul>
---	---

<ul style="list-style-type: none"> <li>• Very good written and verbal communication skills, including report writing and presentation skills</li> <li>• To act with dignity when representing the Council</li> <li>• Resourceful, innovative organised and IT literate</li> </ul>	
---	--

## KNOWLEDGE

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of accounting concepts and rules</li> <li>• Knowledge of the local authority accounting code of practice including main IFRS or UKGAP rules</li> <li>• Understanding of CIPFA's Service Expenditure Code of Practice</li> <li>• Understanding of preparation and interpretation of Financial Appraisals</li> <li>• Use of computerised financial information systems and tools</li> <li>• External audit requirements</li> <li>• Data protection</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of corporate structures and extensive knowledge of UK tax law</li> <li>• Knowledge of Taxation</li> </ul>
--	--

## EXPERIENCE

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Strong experience in accountancy, including budgeting, monitoring, reconciliations, financial modelling and end of year reporting</li> <li>• Proven ability to manage and deliver a demanding workload</li> <li>• Management of finance staff</li> <li>• Senior management experience at both an operational and a strategic level</li> <li>• Local Authority exposure and experience</li> <li>• Experience of board level participation and membership</li> <li>• Successful delivery of VFM and performance improvements</li> <li>• Successful delivery of a governance and a control framework in support of performance improvements</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in a local authority or private sector financial environment with experience producing the Accounts, as appropriate</li> <li>• Strong post qualification experience</li> <li>• Political awareness</li> <li>• Change management awareness</li> </ul>
--	--



--	--

**PHYSICAL, LEGAL AND OTHER REQUIREMENTS**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Works within the Councils’ Core Competency and Management Frameworks</li> <li>• An engaging, enthusiastic and positive manner with a strong “can do” approach</li> <li>• Be occasionally available to work additional hours outside of normal working hours</li> <li>• Ability to travel to Lewes and Eastbourne</li> <li>• Willingness to develop skills and knowledge in other areas to provide flexibility within the service</li> <li>• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours</li> <li>• Commitment to own continuous personal and professional development</li> <li>• Strong team player, committed to an ethos of continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving license</li> <li>• Evidence of own continuous personal and professional development</li> </ul>

***All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.***

# TERMS AND CONDITIONS

## TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

### Duration

This is a permanent contract.

### Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band H.

### Salary

The spinal column points (SCP) for the post are as follows:

SCP 50	£ 52,496
SCP 51	£ 53,491
SCP 52	£ 54,482
SCP 53	£ 55,477
SCP54	£ 56,462
SCP55	£ 57,452

A £5.000 Market Supplement will be paid on top of the starting salary you are appointed on. This will be reviewed on an annual basis after appointment.

### Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

### F Band and higher posts: Incident Liaison Officer

As part of the duties of this role, you may be asked to become an Incident Liaison Officer for the Councils under the Civil Contingency responsibilities. This work involves taking the emergency phone for up to 4 weeks each year and being available to respond to a serious multi agency incident out of hours during the rostered weeks.

### Place of Work

You will be based at Southover House, Southover Road, Lewes, BN7 1AB and/or 1 Grove Road, Eastbourne, BN21 4TW, but you may be required to work anywhere within the Shared Services boundary.

### Agile Working

The Councils have been offering flexible working for some years and is committed to extend agile working with the introduction of office based working, mobile working, flexible and home working. This role has been categorised as:

- Flexible/Office. Works predominately from Southover House and 1 Grove Road offices with cross-site and home working.

Working arrangements for mobile, flexible/mobile and flexible/office workers will vary during the induction/ probationary period and will be reviewed at six monthly intervals.

### **Probationary Period**

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

### **Annual Leave**

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

### **Notice Period**

The contract of employment applicable to this post will specify a minimum period of three calendar months to be given by either side.

### **Pension**

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2019 are:

<b>Pay Range</b>	<b>Contribution</b>
Up to £14,400	5.5%
£14,401 - £22,500	5.8%
£22,501 - £36,500	6.5%
£36,501 - £46,200	6.8%
£46,201 - £64,600	8.5%
£64,601 - £91,500	9.9%

£91,501 - £107,700	10.5%
£107,701 - £161,500	11.4%
More than £161,501	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 8.5%